Members Present: Joy Andrews, Herb Eder, Bette Felton (Dean), Kevin Horan, Andrea Laird, Robert Phelps (Chair), Steve Philibosian

Members Absent: Guido Krickx, John Primus

Guests: Jim Kelly, Robert Peyton, Donna Strobel

1. Approval of the Minutes of the CCAC Meeting of February 11, 2003: The minutes were approved without any changes

2. Report of the Dean: Bette Felton passed out copies of her report, which will form the basis for these minutes.

   A. Open position searches at the Contra Costa Campus: 1. Network Administrator (temporary) to replace Michelle Anderson. We currently have 25 applicants for the Network Administrator position, a review of the applications is in process. 2. Facilities Director, to replace Milt Owens. We currently have 30 applicants, with interviews to begin next week. 3. Academic Dean: to replace Bette (actually she is irreplaceable, but we will try). We have 75 applicants, with initial telephone interviews to begin next week. 4. Temporary custodian: one applicant in the pool, with an interview this week. 5. Health and Bioscience Careers Coordinator: a one-half time position for a student to work on a community collaborative project in Contra Costa County, that Bette has been instrumental in developing.

   B. Technology Update, per Heather Horn: After a close student advisory election that ended last week, the Student Technology Fee was approved and signed by President Rees on Friday, March 7. The campus plans to set up two smart classrooms this year and two next year, as well as refurbish the PC Labs, make the conference rooms LB149, AS 120 and CC261 all wireless compatible. A new, improved projector has been ordered for our Oak Room, scene of many of our special programs, as well as all of our large capacity lecture classes requiring projection (e.g. Art, Women in Film, etc.). It is hoped that the soon to be hired Temporary Network Administrator will relieve a severely stretched Technology staff which has had to juggle day to day network issues with instructional and planning responsibilities.

   C. Outreach per Barbara Hudler: There will be a large number of community events coming up in March, April and May. Jim Forsher will continue his film nights with “South Pacific” being offered on March 21 and “How Green was My Valley” on April 11. All film nights begin at 7 PM. Prof. Forsher provides his usual entertaining
commentary. Our Distinguished Faculty Lecturer Series continues on March 19th, with John Hammerback presenting "The Rhetoric of Cesar Chavez". As noted in previous minutes of this Committee, there will be a Special combined Faculty and Scholar Event on Thursday, May 8. A reception and lunch at 6 PM will be followed at 7PM by "An Evening with California Historians", Jim Holliday, Richard Orsi, and Robert Phelps, presenting. This will launch our Scholar-OLLI program, with funding provided by the Bernard Osher Foundation. There will be an additional winter quarter presentation in this series on March 12th with the “Erotics of Grammar, presented by Zelda Boyd of the CSUH English Dept and continuing courses on the Aging Mind and American Poetry. In the Spring, there will be an Aging studies Journal Club and a course by Gail DeLalla of the CSUH Biology Dept. on the Natural History of Mount Diablo. There will again be another enjoyable free Concert Series, beginning on Friday May 9 with Tommy Castro and his band.

5. Student Affairs, per Kevin Horan: The Annual Contra Costa Campus “New Horizons Celebration” for our graduates, staff, faculty and their families will be held on Friday May 30.

6. Academic Affairs and Administrative Affairs per Precious Perry, Edward Free, Marcie McDaniels, Anne Scher and Donna Strobel: There has been continuing communication and work on joint projects with the main campus. We are excited about staff access to the online MERC system, which provides fast access to enrollment questions. Donna Strobel is working with FIRS (Faculty in Residence in Faculty Development) to incorporated Contra Costa in their new web page and the faculty newsletter at both campuses. She is also compiling statistics and researching classroom and office usage on the CCC Campus. Note: with our long awaited Academic Services Lobby redesign, Donna Strobel and her assistant Elizabeth Mayo, will move their offices to the Lobby from their current location in the Library Bldg.

7. Other Projects, Campus and Community:
- Joyce Podevyn was hired to work in a .5 position as the SCHOLAR Project Coordinator. She will be located in the former Faculty Development Suite.
- There is a proposal to the CSU Commission for Extended Education for a Hospitality Advantage program
- There is a proposal to Soda for extensions to home bound seniors of the SCHOLAR program
- Robert Peyton has been working with the Center for Community Based Organizations to, among other things provide scholarships to provide specially designed online extension courses for members of the CBO who lack time away from their jobs to otherwise attend.
- Kevin Horan and Bette Felton will present to the Contra Costa Council on employer programs in Contra Costa County.
- Conversations with the Mt. Diablo Chapter of the YMCA may result in the development of recreational and child-care programs on the CCC Campus.
- In her outreach to Solano College, Marcie McDaniels has a greatly appreciated presence in these difficult fiscal times.
3. **Report of the Chair:** Robert Phelps passed out to the members a model letter to faculty inviting them to help support the Contra Costa Campus. This will be discussed further below. Robert and Guido Krickx plan to meet during the second week of Spring Quarter to edit last year’s CCAC Annual Report for EXCOMM. We will ask the Senate only to accept rather than approve the edited Report. The remainder of the Chair’s remarks will be reported under item 6, Discussion of Recruiting Strategies for CCAC task forces, below.

4. **Establishment of initial schedule for CCAC meetings Spring 2003 Quarter:** The Committee agreed to the following schedule for Spring Quarter, 2003: April 15, 2003, 11 AM- 1 PM; May 13, 2003, 11 AM-1 PM.

5. **Discussion of Progress of the Contra Costa Dean’s search:** James Kelly, AVP, Div. of Extended and Continuing Education, and Chair of the Search Committee for the Contra Costa Dean; met with the Committee. The Search Committee currently has 103 applicants, representing a diverse cross section of ethnic groups and academic experience. These applicants have been further reduced to 83, which will soon be reduced to 21, who will have telephone interviews tentatively scheduled for late March. Three to five candidates will then be invited to come to campus. Qualifications that the search committee is looking for include: 1) being able to involve the campus with the community 2) university experience 3) experience working with faculty in a university setting and 4) fiscal experience. It is hopeful that many candidates have been presidents, provosts or deans. There are currently no internal candidates, although some have had past experience working at CSUH. The CCAC Committee hoped that candidates making the final cut would possess a positive “can do” attitude, a “generalist” bent and, hopefully some experience working with satellite campuses. A acute political sense would also be helpful, given the highly visible position of the CCC in Contra Costa County. It was also stressed that experience working with community colleges would also be highly desirable. All members of the CCAC praised AVP Kelly for his efficiency in meeting search deadlines. As an aside, AVP Kelly asked whether the CCAC would support having an Extended Education Schedule specially designed to be mailed to Contra Costa addresses.

6. **Discussion of Recruiting Strategies for CCC Task Forces:** As noted above, Robert Phelps passed out a model letter of invitation to faculty selected for previous interest in, instruction, or service to, the Contra Costa Campus. It is hoped that building a cadre of interested faculty to work on specific CCAC task forces will greatly amplify the CCAC’s work. the Chair outlined four specific levels of engagement with the CCC: 1. Actually working on a project for the CCC 2. Currently teaching at the CCC 3. Appeared in a special event at the CCC 4. resident in the Contra Costa Campus service area. Robert then took the names of faculty previously provided by Bette Felton, and organized a “Contra Costa Faculty Engagement Grid” which sorted these names in an excel chart according to the levels of engagement described above. The draft letter of invitation described above could be sent to faculty on the grid. Committee members were asked to study the grid and suggest any other names that might have been overlooked, possibly by the next meeting. They could submit these names to the Chair by email.
7. Discussion of Expansion of majors at the Contra Costa Campus: Joy Andrews a member of CCAC and a faculty member in Chemistry/Biochemistry wished the Committee to consider, at least in an exploratory sense, ways in which a major could be introduced to the Contra Costa Campus. How would it involve faculty-new hires, etc? This interest grew out of the her desire, as well as that of her colleagues, to expand at least one option of the Environmental Science major to the CCC. There was discussion of how this could be done in the current difficult budget environment. It was felt that certain Biology faculty currently teaching at CCC might be interested in developing the major out here. Some five Chairs: Chemistry, Biology, in particular, would be involved in decisions made over this interdisciplinary major. Perhaps lower division undergraduate programs at the community college level could be factored in. Diablo Valley College, for example has a strong environmental science program. Students could also be recruited earlier, in local high schools. Robert Phelps noted that we have taught a popular California Environmental History class at CCC for many years. Could this course be folded into the Environmental Science major to insure fuller classes? In addition, two year course progressions could be established with the local community colleges.

Adjournment, 7 PM

Respectfully Submitted,
Steve Philibosian